



**THE SUNNYSLOPE CHURCH**



(509) 255-3217 | [office@sunnyslopechurch.org](mailto:office@sunnyslopechurch.org)

3330 School St, Wenatchee, WA 98801

## Church Use Policy & Building Use Request Form for Non-Members

Welcome to The Sunnyslope Church! We are a loving, spiritual community that values Radical Inclusion, Prophetic Justice, and Play! Guided by the Divine One, the example of Jesus, the wisdom of our ancestors, and the children in our midst: Our purpose is to embrace all people, offer sanctuary for the persecuted, demand liberation with those who are suffering, speak truth to power, actively engage in peacemaking, and cultivate space for celebration, creativity, learning, and joy. The Sunnyslope Church is an Open and Affirming Congregation, which means we are welcoming and inclusive to all persons regardless of race, ethnicity, sexual orientation, gender, age, ability, or other human differences.

The church building and its contents are managed by the Property and Finance Teams. The Office Administrator maintains a calendar of events (available on our website at [sunnyslopechurch.org/calendar](https://sunnyslopechurch.org/calendar)), and priority will be given to the programs and groups of The Sunnyslope Church. The Sunnyslope Church has adopted the following guidelines for use of the church facilities for non-church related functions by non-members (e.g., birthday parties, weddings, baby showers, support groups, etc).

### **General Guidelines:**

1. Use of the building and any equipment shall require a signed copy of this document.
2. Non-members shall not use the facilities for fundraisers.
3. Smoking, drinking alcohol, or the use of any illegal substances shall not be allowed in the church building or on church property.
4. Service animals accompanied by their owner are allowed in the building at any time. With prior permission from church office staff or a representative of the Leadership Team, other animals held on-leash and/or "contained" may be in the building.
5. A designated church member may visit gatherings of any organizations that use the church facility at any time.
6. Each user group is expected to donate funds to cover custodial and maintenance costs of the facility. (See details on page 3 of this policy.)
7. All furniture and/or equipment will be set up by the user group and returned to the original place following the event.

8. The user group will ensure that the area the group uses is clean immediately following the event, and all doors and windows are locked when the event has concluded.
9. User groups are expected to remain in the areas of the building approved in the Building Use Request agreement. Groups are responsible for respecting the church property and monitoring the behavior of all guests.
10. Users will be liable for all persons in their group using the church facilities during the time in use. The users shall be liable for any and all damages and are financially responsible for any repairs. The Sunnyslope Church will not be responsible for any accidents or injuries that may occur during the use of the church facilities. Long-term users need to show proof of liability insurance, a copy of which will be attached to the signed Building Use Request.
11. The facilities shall only be used by organizations whose speech or practices are in keeping with the peace, justice, and inclusivity orientation of the church. Any non-member organization requesting use of the building shall be approved by the Property and Finance Team and/or a Leadership Team member of the Sunnyslope Church.
12. Failure to adhere to any of these rules shall result in termination of the use of these facilities.
13. Long-term building use agreements will be reviewed annually in January.
14. The Church Leadership Team reserves the right to withdraw its permission to use the facilities at any time in writing (via email), sent to the email address provided on the signed Building Use Request form.
15. The coordination and use of a tech person can be negotiated, depending on their availability. If you wish to use the sound system in the Sanctuary, a tech person needs to be present to run the system. The suggested donation for this will depend on the number of hours needed.

### **Kitchen Use:**

1. A church member shall supervise gatherings of non-member organizations that contract to use the kitchen.
2. User groups are responsible for setup and cleanup. Kitchen and/or Fellowship Hall items shall not be removed from the church building.
3. Outside user groups shall schedule the kitchen use a minimum of two weeks in advance of their event.
4. Dishware in the kitchen may be used for the event, but if paper products are desired, the user group will provide their own products.
5. The automatic sanitizer is not available for use by non-members.
6. Appropriate clean-up of the space is expected.

## **Weddings:**

1. Wedding ceremonies at the church may be officiated by the Sunnyslope Church Minister, if negotiated with them in advance. An alternate clergy person may be selected and should reflect speech or practices in keeping with the peace, justice, and inclusivity orientation of the church.
2. The Sanctuary, Fellowship Hall, and Kitchen may be used by wedding parties. The use of these rooms should be indicated on the form below, and all guidelines outlined above should be followed.
3. We encourage the use of eco-friendly decor and paper products (if they are used).
4. It is customary to give a monetary gift to the minister after the wedding to acknowledge their expertise and preparation.

## **Memorial Services:**

1. Memorial services at the church may be officiated by the Sunnyslope Church Minister, if negotiated with them in advance. An alternate clergy person may be selected and should reflect speech or practices in keeping with the peace, justice, and inclusivity orientation of the church.
2. Members may bring in other musicians and use the church piano.
3. The Sanctuary, Fellowship Hall, and Kitchen may be used for memorial services. The use of these rooms should be indicated on the form below, and all guidelines outlined above should be followed.
4. We encourage the use of eco-friendly decor and paper products (if they are used).
5. It is customary to give a monetary gift to the minister after the memorial service to acknowledge their expertise and preparation.

*Please fill out the Building Use Request Form, Suggested Donation Schedule, and Signature page below. If you have any questions, please contact our Office Administrator at [office@sunnyslopechurch.org](mailto:office@sunnyslopechurch.org) or at (509) 255-3217.*

**THE SUNNYSLOPE CHURCH BUILDING USE REQUEST FORM**

Please complete and submit this form to the church office by email at  
[office@sunnyslopechurch.org](mailto:office@sunnyslopechurch.org).

User Organization (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time & Duration of Event (including set-up/clean-up): Start: \_\_\_\_\_ End: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please See Suggested Donation Form Below**

### SUGGESTED DONATION SCHEDULE PER EVENT:

Please specify which rooms/services you are requesting.

  X   A \$100 cleaning/damage deposit is requested      \$100    \$100  
from a non-member user group. This includes a \$25 key  
deposit for lost keys. The payment will be made by cash or  
check when the application is approved, prior to the event.  
If there is no claim for damage, any deposits will be  
returned when the key is returned to the office.

       Sanctuary (including use of narthex and piano)      \$100          

       Sanctuary Sound System (up to 3 hours)      \$150          

       Fellowship Hall      \$50          

       Kitchen      \$75          

       Meeting Room      \$30          

       Overhead Projector & Screen      \$30          

**Total Suggested Donation:**      \$       

☐ I have read these guidelines and commit to honoring them during our event.

\_\_\_\_\_ Date: \_\_\_\_\_  
Contact Person Signature

Donations can be made by cash, check, or online at  
[secure.myvanco.com/L-ZADQ/campaign/C-15JKP](https://secure.myvanco.com/L-ZADQ/campaign/C-15JKP).

#### OFFICE USE ONLY

Approved via email by:

\_\_\_\_\_ Date: \_\_\_\_\_

*Property Chair or Exec. Leadership Team Rep*

Cleaning/damage deposit received on (date): \_\_\_\_\_

Donation received on (date): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Proof of liability insurance (long-term user groups only - circle one): YES    NO